

Instructions for Creating a “Recipient/Applicant Login” Account on PMC

Step 1 From the Recipient Resources tab (<https://www.eere-pmc.energy.gov/Resources.aspx>) on the PMC, select the “Create Login / Register Account” link.

The screenshot displays the EERE Project Management Center website. The top navigation bar includes the U.S. Department of Energy logo, the text 'Energy Efficiency & Renewable Energy', and a user status bar indicating 'EERE Project Management Center Home | Brian Logged in as DOE User | Log out'. Below this, the main header features the 'EERE Project Management Center' title and a search bar. The navigation menu includes links for HOME, ABOUT, BUSINESS OPPORTUNITIES, RECIPIENT RESOURCES (highlighted), MEDIA, GLOSSARY, and DOE OFFICIALS LOGIN (STATUS: ACTIVE). The breadcrumb trail shows 'EERE Project Management Center » Recipient Resources'. A 'Printable Version' link is also present. The left sidebar lists various resources: Recipient/Applicant Login, Submit Reporting Requirements, FEMP Contractor Document Upload, NEPA Compliance Information & Submissions, eFOIA Electronic FOIA Request, State Energy Policy (SEP) Reference Documents, Forms, and Questions & Comments. The main content area is titled 'Recipient and PMC Partner Information' and provides details about the site's purpose for recipients and applicants. Below this, a 'Resources' section lists several links, with 'Create Login / Register Account (for Applicants, Recipients and Vendors)' circled in red.

U.S. DEPARTMENT OF ENERGY | Energy Efficiency & Renewable Energy

EERE Project Management Center Home | Brian Logged in as DOE User | Log out

EERE Project Management Center

EERE Project Management Center

Search Help ▶

HOME ABOUT BUSINESS OPPORTUNITIES **RECIPIENT RESOURCES** MEDIA GLOSSARY DOE OFFICIALS LOGIN STATUS: ACTIVE

EERE Project Management Center » Recipient Resources

Printable Version

Recipient/Applicant Login

Submit Reporting Requirements

FEMP Contractor Document Upload

NEPA Compliance Information & Submissions

eFOIA Electronic FOIA Request

State Energy Policy (SEP) Reference Documents

Forms

Questions & Comments

Recipient and PMC Partner Information

Recipients of financial assistance from EERE may use this site to conduct electronic business with the EERE-PMC on this site, recipients may upload deliverable reports, upload Deliverable Requirements, submit NEPA Environmental Checklists, and download financial and programmatic forms.

The Applicant/Recipient area has been put in place to allow Applicants/Recipients to share documents and files with their DOE Contracting and Project Management Officials, Submit and manage EQ-1 NEPA Compliance Environmental Checklist submissions and DOE Award Reporting Requirements.

Resources

- [Recipient Login](#)
- [Create Login / Register Account \(for Applicants, Recipients and Vendors\)](#)
- [Submit Reporting Requirements](#)
- [NEPA Compliance Information and Submissions](#)
- [eFOIA Electronic FOIA Request](#)
- [State Energy Policy \(SEP\) Reference Documents](#)
- [Forms](#)
- [Questions & Comments](#)

Step 2 Enter a valid email address to create the account and click the "Continue..." button. An email confirmation will be sent to this address and the account must be activated prior to accessing the site for uploading reports.

** NOTE: for Award Recipients, to have access to additional features on this site, the email address used to create the account should be the same email address listed as the Business or Technical contact on the award.*



Welcome Applicants and Recipients

U.S. Department of Energy
Golden Field Office

[Return to Main EERE-PMC web site](#)

Create New Applicant/Recipient User Account

* Indicates Required Fields!


**To begin please enter a valid email address for use with this account.
Your Email Address is the User Name for this Account.**

Please Note: If you have previously submitted NEPA or Reporting Requirements through this web site, please use the email address you used to make those submissions.

*Email Address:

* Verify Email Address:

Step 3 Complete the "Account Information" section, completing all required fields as indicated and click the "Continue..." button.

**Welcome Applicants and Recipients**
U.S. Department of Energy
Golden Field Office

Return to Main EERE-PMC web site

Create New Applicant/Recipient User Account
* Indicates Required Fields!

Account Information

***Last Name**

***First Name**

MI

***Phone (XXX-XXX-XXXX) format Only**

- - ext

***Fax (XXX-XXX-XXXX) format Only**

- - ext

***Organization**

***Street Address**

Suite/Unit

***Corporate Role**

☐ Business ☐ Technical

***City**

***State**

***Zip**


***Title**

Continue...

Return to Email Address Entry

Step 4 Complete the four "Challenge Questions" and enter a 4-digit PIN number as required and click the "Continue..." button.

** NOTE: you will be prompted for one "Challenge Question" on each login and you will need your PIN to reset/change your password.*

**Welcome Applicants and Recipients**
U.S. Department of Energy
Golden Field Office

Return to Main EERE-PMC web site

Create New Applicant/Recipient User Account
* Indicates Required Fields!

Challenge Questions
*You must select a question from each drop down list and enter an answer for each selected question. Please retain the answers. You will need to answer these questions to login as well as to reset your password should it be lost.

* Question 1. Please Select

* Answer 1.

* Question 2. Please Select

* Answer 2.

* Question 3. Please Select

* Answer 3.

* Question 4. Please Select

* Answer 4.

* **Select a 4 digit PIN number:**
Please keep your PIN number in a safe place. It will be required for password changes or for the Helpdesk to assist you in administering your account.

* PIN Number: Verify:

Continue... Back to Account Information

Step 5 Complete the Pass Phrase and select a Pass Image and click the "Continue..." button.

** NOTE: Duns and TINS are optional.*

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Golden Field Office

Return to Main EERE-PMC web site

Create New Applicant/Recipient User Account
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Additional Security Information

Pass Information
* Pass Phrase:
* Pass Image:

No Image Selected

[Click to Change Your Pass Image](#)

Optional Security Information
Note: The following information is used for identity verification and is optional. If you choose to answer these questions, the information will be used to grant access to the more advanced system features as they become available, i.e. file sharing, award documents access, electronic signatures etc. This information may be added at any time to your account.
Dun & BradStreet Number (DUNS):
DUNS: XX-XXX Verify
DUNS: XX-XXX
Tax Payer Identification Number (TINS):
TINS: XX-XXX- Verify
TINS: XX-XXX-

The pass image and phrase should be displayed every time you log into the EERE-PMC web site. This is to verify that no one has redirected you to a counterfeit web site. If this information is not displayed when you log in, please log off immediately and contact the helpdesk at: eere-pmc@ee.doe.gov

Continue...Back to Challenge Questions

Step 6 Complete the "Set Your Password" section per Password Policy instructions provided on the bottom of the page and click the "Continue..." button.



The screenshot shows a web page for the U.S. Department of Energy Golden Field Office. At the top left is a logo with a globe and the text "Welcome Applicants and Recipients". To the right of the logo is the text "U.S. Department of Energy Golden Field Office" and a link "Return to Main EERE-PMC web site". Below this is a blue banner with the text "Create New Applicant/Recipient User Account" and a note "* Indicates Required Fields!". The main section is titled "Set Your Password" and contains the text: "You have successfully answered your challenge questions and entered your PIN number correctly. Please enter and verify your new password below following the password standards at the bottom of this page." Below this text are two password input fields: "Enter New Password:" and "Verify New Password:", both with masked characters. At the bottom of the form are two buttons: "Continue..." and "Back to Additional Security Information". Below the buttons is a section titled "PLEASE READ CAREFULLY BEFORE CONTINUING:" followed by "Password Policy" and a paragraph of text: "Based upon DOE Notice and guidance in [M471.3-1](#), all U.S. Department of Energy - Golden Field Office computer platforms and EERE-PMC web sites capable of supporting password protection systems must have passwords that are in accord with the following."

Welcome Applicants and Recipients

U.S. Department of Energy
Golden Field Office

[Return to Main EERE-PMC web site](#)

Create New Applicant/Recipient User Account
* Indicates Required Fields!

Set Your Password

You have successfully answered your challenge questions and entered your PIN number correctly. Please enter and verify your new password below following the password standards at the bottom of this page.

Enter New Password:

Verify New Password:

PLEASE READ CAREFULLY BEFORE CONTINUING:
Password Policy
Based upon DOE Notice and guidance in [M471.3-1](#), all U.S. Department of Energy - Golden Field Office computer platforms and EERE-PMC web sites capable of supporting password protection systems must have passwords that are in accord with the following.

Step 7 Please read instructions provided on this confirmation screen when completed.

**Welcome Applicants and Recipients**

U.S. Department of Energy
Golden Field Office

[Return to Main EERE-PMC web site](#)

Create New Applicant/Recipient User Account
* Indicates Required Fields!

Create New User Account

Congratulations!
You have successfully created an account to the
U.S. Department of Energy - Golden Field Office web sites.

Please check the email account you used for Account Activation instructions.
You will need to complete the Activation process before you will be able to
access the systems.

Currently your account will allow access to the following web sites:
<https://www.eere-pmc.energy.gov> - Your DOE Award information and shared
documents directories.
<https://docshare.go.doe.gov> - SharePoint document sharing web site

Step 8 You will receive an email from the PMC network (like the example below) that requires your response to the emailed link to activate your recipient account.

U.S. Department of Energy - Golden Field Office Applicant - Recipient Account Confirmation

1 message

eere-pmc@ee.doe.gov <eere-pmc@ee.doe.gov>

To:

Thank you for setting up your new
U.S. Department of Energy - Golden Field Office Applicant - Recipient account.

Please click the link below to activate your account.

<https://www.eere-pmc.energy.gov/RecipientLogin/CreateNewUser.aspx?>

If the hyperlink is not displayed, please copy and paste the URL into your web browser address window to activate your account.

Message sent by:

The U.S. Department of Energy, Energy Efficiency and Renewable Energy

Golden Field Office

<https://www.eere-pmc.energy.gov>